

POLICE RECORDS CLERK

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible clerical position, the primary duty of which is receiving and processing department records and reports of activity. Police Records Clerks perform data entry and retrieval tasks, such as entering department record information into computer, maintaining departmental files, and extracting information as needed. Employees of this class address visitors to the department and answer and direct telephone calls. Police Records Clerks perform routine duties independently, and report to and have work reviewed by the Secretary to the Police Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Receives, reviews, and processes or files department records, reports, interdepartmental correspondence and other materials in accordance with departmental procedures. Verifies records and reports for completeness, accuracy, and conformity to established procedures, correcting errors in records and reports, or returning them for correction. Completes all forms or records according to department procedures. Enters information in department records, such as accounting, personnel records, or information files.

Sets up filing system and revises such system when necessary. Reviews correspondence, reports, drawings and other materials to be filed to determine subject matter. Files correspondence, forms, records, or reports in hard copy files or computer database, where they are organized alphabetically, numerically, chronologically, or by subject matter. Maintains records on the location of materials removed from files and to whom materials were released. Locates and retrieves information or documents from hard copy or computer files. Traces missing files. Extracts information or summarizes contents of files for use by department personnel. Disposes of obsolete files and records in accordance with established retirement schedules or legal requirements. Maintains a library or archives of materials for future use or reference by department personnel. Operates a facsimile machine, copying machine, calculator or mathematical computer software, and computer scanning equipment as needed by the department.

Opens, sorts, and distributes incoming mail. Stamps material to

record date and time that material was received. Processes outgoing mail and interdepartmental correspondence. Replies to any routine correspondence or requests on own initiative following departmental procedures or from oral or written directions. Compiles, organizes, and writes reports. Interprets graphs, charts, manuals, records, reports, and related department documents. Composes and types letters or any other documents assigned in response to written or oral requests addressed to the department or as required to handle problems or other needs of the department. Proofreads typed material and corrects errors. Maintains a roster of department personnel including names, addresses, telephone numbers, and other pertinent information.

Answers any telephone calls coming in on assigned lines and handles routine matters, or transfers caller following department procedures. Acts as receptionist to department visitors and screens visitors to determine their business; directs visitors to the appropriate individuals or offices. Answers questions and handles routine requests by visitors to the office.

Accounts for department money and assets as assigned. Posts items into journals, ledgers, or other accounting records and balances. Prepares purchase requisitions according to department procedure. Maintains the inventory of supplies and equipment and distributes as assigned.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must present documentation indicating, at a minimum, that the applicant has met the minimum high school graduation requirements necessary to receive a high school diploma as established by the state of Louisiana Board of Elementary and Secondary Education. Such documentation shall include at least one of the following: high school diploma, high school transcript, certificate of equivalency, affidavit from the

issuing high school, college diploma, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for certification of graduation.

Must not be less than eighteen (18) years of age.

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